

# Social Security Administration

## Earnings Record Information

Office of Central Operations  
300 N. Greene Street  
Baltimore, MD 21290-0300  
Date: June 27, 2002

John Doe  
153 Main Street  
Anywhere, USA

We are writing in response to your recent request for a Social Security Statement.

We need more information from you before we can send you a statement of your earnings. We cannot give you a statement at this time because no earnings have been listed on your Social Security number 000-00-0000.

Any Social Security or Medicare covered earnings you had before last year should already be on your record. However, if you just started working last year, we may not have updated your record to show those earnings yet. This is because employers don't report wages to us until after the end of the tax year. (If you are self-employed, you report your earnings on your income tax return after the end of the year.) Because of the millions of wage reports we receive from employers and the large volume of self-employment notices we get from the Internal Revenue Service each year, we may still be processing last year's earnings and will post them to your record later.

Your earnings for the current year will not be reported to us and posted to your record until next year.

### If You Have Additional Earnings To Report

It is very important that we have accurate information about the amount of money you earn. We use your record to find out if you qualify for Social Security benefits and Medicare. We also use it to calculate the amount of monthly payments you (and your family) can receive. If you had earnings for years earlier than last year that you think should be listed on your Social Security record, you should call, write or visit any Social Security office.

If you live in the United States, please call us toll-free at 1-800-772-1213. We can answer most questions over the phone. Also, we can give you the address and telephone number of the Social Security nearest you.

If you live outside the United States, please contact your nearest U.S. Embassy or consulate. You can also write to: Social Security Administration, Office of Central Operations, P.O. Box 17769, Baltimore, Maryland 21235-7769. U.S.A.

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If you contact us, please have your Forms W-2, pay slips or other proof of your earnings for the years in question. If you write to us or visit one of our offices, please send or bring along a copy of this letter. It will help us correct your Social Security record and send you a statement.

Carolyn L. Simmons  
Associate Commissioner for  
Central Operations